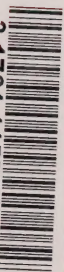


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General information for clients
on personal information requested

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Human Resources Development Canada

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DEVELOPMENT CANADA

General information for clients on personal information requested

Your Service Provider has entered into an agreement with Human Resources Development Canada (HRDC) to provide employment services to individual Canadians. In that respect, the Service Provider has been asked to collect and provide certain information and data about individual clients to HRDC.

HRDC requests this information for the administration of Employment Insurance (EI) Act, including case management, contract monitoring, accountability and evaluation of program effectiveness. In most cases, those who will be looking at the information given to HRDC will be HRDC employees and those under contract with HRDC, who will be conducting any evaluations needed. Simply put, the information gathered will be used to assist HRDC to ensure that the program is well run. It is intended to help you, not hinder your privacy.

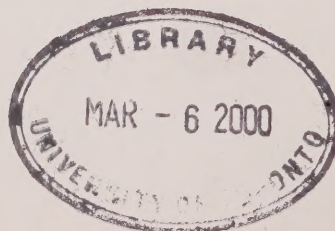
Human Resources
Development CanadaDéveloppement des
ressources humaines Canada

The type of information that the Service Provider will provide to HRDC is identified in an agreement between HRDC and the Service Provider. This information may include:

- Social Insurance Number (S.I.N.)
- Name
- Address
- Phone Number
- Sex
- Preferred Official Language of Service
- Education
- Sources of Income (benefits, assistance)
- Action plan - Start and Completion Dates, and Outcomes
- Type of Program Intervention provided
- Results

The information you provide, that is passed on to HRDC, will be administered in accordance with the Privacy Act, and will be held in personal information bank HRDC PPU 293. Details on this bank, and how to access your personal information, can be found in the Info Source catalogue, available in all Human Resource Centres of Canada, most libraries, Members of Parliament's offices and other locations. It is also on the Internet at http://www.cio-dpi.gc.ca/ip/infosource/Info_1/Srcs-FedInfo_e.html.

All information you give will also be held by the Service Provider responsible for case-managing your file. The Service Provider will take all measures reasonably necessary for the protection of this information against unauthorized release or disclosure. Specifically, with respect to information management and security, the Service Provider will administer all personal information collected on behalf of HRDC in accordance with the Privacy Act and HRDC's Security Policy and Procedures Manual.



The Service Provider will need to collect your Social Insurance Number. Your SIN is an essential identifier and will be provided to HRDC to allow for program evaluation. Your SIN is also needed to issue you documentation for income tax purposes, example, T-4 slips. The collection and use of your SIN is authorized by law for the administration and enforcement of the Employment Insurance Act and Regulations.

This document is available in multiple formats (large print, audio cassette, braille and computer diskette) in French and English. Call 1-800-788-8282 (for TTY service, same number applies).

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